

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:04 p.m. on Monday, June 8, 2009 at Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Chappell, Gerber, Ross, Sheldon, Stapleton, Wermers*, and Chairperson Haig.

Absent: None.

Also Present: City Librarian Weiner, Principal Librarian Theyer, and Youth Services Supervisor Gail Van Vranken.

*Commissioner Wermers arrived at 7:50 p.m.

The Commission welcomed Henderson Library volunteer Allen Ravine and South High School Youth Council Chairman Brad Moylan.

3. FLAG SALUTE

Chairperson Haig led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF MAY 11, 2009

MOTION: Commissioner Gerber moved for the approval of the May 11, 2009 meeting minutes as presented. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

5. NEW BUSINESS

5a. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner reported that Friends made \$4,336 in Internet book sales in May 2009 and announced that they accepted a request for three portable CD players and three cassette players for the Words on Wheels program.

5b. 2009 SUMMER READING PROGRAM

Youth Services Supervisor Van Vranken provided an overview of the 2009 Summer Reading Program "Be Creative." She stated that she anticipates high participation in the program that runs from June 22 to August 1 for ages toddler to high school at five locations. She distributed calendars, goody bags, and showed weekly incentives, certificates, and passes to Legoland and a Chivas USA soccer game that participants can earn. She described programs, performers, and activities listed in the calendar that will also include a Readers Theater, Reading and Writing Partners, and the teen program "Express Yourself."

Responding to Commissioner Stapleton's inquiry, she discussed outreach efforts that include distribution of calendars in TUSD parent packets, career days, Read Across America, school visits, and participation in the June 7, 2009 Ooodles of Noodles.

5c. LIBRARY COMMISSION BUDGET UPDATE

City Librarian Weiner reviewed the Budget Performance Report in the material of record, noting that approximately 66% has been used as of June 1, 2009.

In response to inquiries from Commissioner Ross, she advised that the Library Commission Budget is not a revolving budget and that it is possible to transfer one line item to another with a formal budget transfer.

5d. CITY BUDGET WORKSHOPS

City Librarian Weiner reported that on June 2, 2009 City Council continued the first Budget Workshop to June 9, 2009 and briefly reviewed the 2% and 4% reduction proposals for fiscal year 2009-10. She noted that it is always best to go to the first hearing to comment on an item of concern.

Commissioner Ross mentioned that Los Angeles County Library system is raising its overdue fines and fees and questioned if Torrance should consider doing this.

City Librarian Weiner explained that Torrance Library charges several fees such as request fees, adult and children overdue fees, and late DVD fees, and that they are not always user friendly. She stated that some libraries offer a rental collection as a premium service but that it is not a successful source of revenue.

Responding to Commissioner Stapleton's inquiry, she explained that the Library is unable to charge non-residents for Library cards because the State's grant program Transaction Based Reimbursement reimburses them for materials loaned to non-residents.

Commissioner Wermers arrived at 7:50 p.m.

When Commissioner Sheldon inquired how the Commission could help at the Budget Workshop, City Librarian Weiner stated that it definitely helps to have advocates speak on behalf of the Library. She noted that any budget cuts--materials, Sunday service, or personnel--would adversely affect the public, that there is more need for Library services now because of the economic climate, and that Torrance Library supports Torrance Unified School District curriculum. She noted that circulation has increased 9% this year in spite of the first floor remodel at Katy Geissert and branch closures and that if the materials budget is cut the Library will need to go back to rotating collections.

Following a brief discussion, it was decided that Commissioner Sheldon would speak on behalf of the Library for the Commission at the June 9, 2009 Budget Workshop. Commissioners Stapleton, Gerber, and Wermers indicated that they would also try to attend.

City Librarian Weiner offered to look into Commissioner Sheldon's suggestion that the Commission give the Library what is left from its budget at fiscal year end.

5e. COMMISSION PARTICIPATION AT OUTREACH EVENTS

5e.1 ENVIRONMENTAL FAIR – JUNE 13

Principal Librarian Theyer stated that she and Youth Services Supervisor Van Vranken are participating at the June 13, 2009 Environmental Fair at Madrona Marsh Preserve and Commissioner Stapleton offered her regrets that she is unable to attend.

5e.2 DISASTER PREPAREDNESS EXPO – OCTOBER 10

It was noted that the date for the Disaster Preparedness Expo is October 10, 2009, not October 17 as stated on the agenda.

5f. CALTAC BOARD OPPORTUNITY

City Librarian Weiner announced that there are openings on the CALTAC Board and distributed information to interested Commissioners. She informed the Commission that there are two workshops and four Board meetings per year.

The Commission was in recess from 8:30 to 8:37 p.m.

6. UNFINISHED BUSINESS

6a. ANNUAL PART-TIME EMPLOYEE RECOGNITION EVENT – JUNE 24

Commissioner Stapleton distributed invitations and offered to provide table decorations, Chairperson Haig presented his recommendation for catering, and Commissioner Ross volunteered to purchase gift cards.

MOTION: Commissioner Wermers moved for Chairperson Haig to finalize catering arrangements for the June 24, 2009 Annual Part-Time Employee Recognition Event. Commissioner Sheldon seconded the motion; a voice vote reflected unanimous approval.

6b. WATER CONSERVATION PROGRAM – JUNE 27

City Librarian Weiner was pleased to announce that the Library received a \$2,700 Metropolitan Water District grant for advertising, marketing, and water conservation materials for the presentation of “Are We Running Dry?” on June 27, 2009.

6c. LIBRARY COMMISSION ANNUAL REPORT FY 2008-09

Commissioner Sheldon reported that the Annual Report is 90% complete and the draft will be included in the July 13, 2009 agenda material. He requested that Commissioners send him any additional information about themselves that they would like included in the report.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Wermers reported that the main topics of discussion involved membership and the Foundation’s goal to fund a mobile computer lab for Katy Geissert meeting room. It was noted that meetings have been changed to the third Monday of the month.

7b. MCLS SYSTEM ADVISORY BOARD

Commissioner Sheldon reported that he was unable to attend the May 28, 2009.

City Librarian Weiner stated that she attended the MCLS meeting that was in the City of Alhambra and that MCLS voted to join the tri-system consolidation Southern California Library Cooperative beginning July 1, 2009. She advised that there will be approximately 49 libraries in the Cooperative, that there was discussion regarding reducing the inter-library loan delivery system and that the next meeting will probably be in July 2009.

8. MONTHLY DEPARTMENT REPORT

8a. BRANCH LIBRARY REFURBISHMENT UPDATE

Principal Librarian Theyer distributed notification fliers and talking points for the Henderson Library refurbishment that is scheduled for early August 2009. She stated that there will be a community meeting at the Henderson branch, that it is the busiest branch, and will be closed when school starts in September.

She reported that refurbishment of El Retiro branch is on schedule, that electrical upgrades are complete, and that the library will re-open in mid-July 2009.

She noted that people are beginning to inquire why money is being spent on branch refurbishment right now. She advised that the talking points explain that the project was approved and money allocated in the City's Capital Budget in September 2006 for safety and functionality reasons.

8b. TORRANCE PUBLIC LIBRARY LINK PROJECT UPDATE

8b.1 MAY 30 BOOMER HEALTH & FITNESS FAIR DEBRIEFING

Principal Librarian Theyer reported that over 500 people attended the May 30, 2009 Health and Fitness Fair at Wilson Park and that they have received a large amount of positive feedback. She reported that the grant program ends in August 2009 and that remaining funds are being used to purchase a flip video camera and digital camera, to add to the professional design budget, and purchase display racks for branches to promote Library programs.

Staff informed Commissioners that several staff members are now submitting articles for the Library blog and that they have a new Facebook page, adding that they are already receiving referrals for volunteer opportunities through the online Volunteer Match system.

8c. OTHER

City Librarian Weiner commended References Services Supervisor Vinke for his May 30 program "Secret Identities: The Asian American Superhero Anthology." She announced "Understanding and Living with Developmental Disabilities" on June 20.

9. ORAL COMMUNICATIONS

9a. Commissioner Gerber announced a Landscapes of Power gardening program on September 23, 2009.

9b. Commissioners and staff expressed appreciation to Chairperson Haig for his service as Chairperson.

9c. Commissioners and staff wished happy birthdays to Chairperson Haig, Commissioner Gerber, and Brad Moylan.

9d. Brad Moylan thanked Commissioners for being the only Commission to put the Youth Council on their agenda and to go to Youth Council meetings.

9e. Allen Ravine stated that this meeting was very informative and that he intends to attend more in the future.

9f. City Librarian Weiner distributed a April 7, 2009 article from Newsweek entitled "Reading Into the Future."

9g. Commissioner Sheldon inquired about the proposal to have a joint meeting with Friends and Foundation.

9h. Chairperson Haig thanked Commissioners for making his year as Chairperson of the Commission such an enjoyable experience.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the July 13, 2009 Library Commission meeting agenda were listed and include: Friends, Foundation, MCLS, City budget workshops, Library Annual Report, branch refurbishment update, LINK project update, Environmental Fair, water conservation program, part-time staff recognition, and volunteer programs.

11. ADJOURNMENT

At 9:44 p.m., Chairperson Haig adjourned the meeting to Monday, July 13, 2009 at the Katy Geissert Civic Center Library, at 7:00 p.m.

Approved as Submitted July 13, 2009 s/ Sue Herbers, City Clerk
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